Fleet Management Handbook

2011

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INTRODUCTION

0.1 **Purpose**

The purpose of this handbook is to provide policies and procedures to guide fleet management activities at all National Aeronautics and Space Administration (NASA) Centers. It allows staff to support the operating sectors of each organization productively and consistently, while allowing reasonable flexibility that recognizes broad variations in operating conditions and physical environments. It covers the most important fleet management topics and, where feasible, offers a logical, step-by-step, easy-to-use system of best practices and procedures pertaining to fleet management.

0.2 **Applicability**

These policies and procedures are applicable to NASA Headquarters and NASA Centers, including Component Facilities, Jet Propulsion Laboratory (JPL) civil servants, and contractors who operate and maintain Government-owned or -leased vehicles. All will use this handbook to ensure they are performing proper and effective fleet management and are properly collecting and utilizing appropriate fleet management data to accomplish mission requirements.

0.3 **Authority**

This manual is provided under the authority of NASA Headquarters.

0.4 **Cancellation and Modifications**

Guides currently used at Centers are cancelled effective on the date that this handbook is signed and released by the NASA Headquarters Agency Transportation Manager and NASA Centers are notified in writing.

Chapter 1 - Fleet Organization, Mission, and Responsibilities

1.1 Mission

The mission of NASA personnel involved in fleet management is to ensure the following:

- All NASA personnel and contractors having access to and use of Government-owned vehicles comply with policies and procedures set forth in this handbook.
- All fleet assets are identified and accounted for in the fleet management information system; asset records will be updated at least quarterly.
- Vehicle fleet and fleet support facilities such as garages and fueling stations including those operated by contractors are in compliance with all Federal, State, and local laws and regulations.
- The size of the fleet and types of vehicles are appropriate to meet the needs of NASA organizations.
- Fleet costs and other performance measures are tracked and reported in a timely manner consistent with NASA Headquarters directives.
- Vehicles are maintained in accordance with manufacturer, Agency, or General Services Administration (GSA) guidelines and provide NASA personnel with safe, reliable transportation

1.2 Organization

- The NASA Agency Transportation Manager will provide the policies and procedures set forth in this handbook and will give due consideration to suggestions from the Centers for improvement in the fleet management program and this handbook.
- NASA's fleet will be managed by designated positions at each NASA Center, typically by the Center Transportation Officer (CTO) who reports through the chain of command to the Center Director (CD).
- The CTO and other fleet management personnel are responsible for the efficient and effective management of NASA's fleet assets in compliance with policies and procedures set forth in this handbook.

1.3 Responsibilities

1.3.1 NASA Headquarters

NASA's policy is to provide only the essential vehicles necessary for the accomplishment of its institutional and program responsibilities. Vehicles will be used for official purposes only. Moreover, vehicles and services will be acquired through the duly appointed CTO or NASA Agency Transportation Manager from U.S. industry sources and in timeframes to meet Agency requirements. NASA Policy Directive (NPD) 6000.1 provides more definitive guidance and can be found on http://nodis3.gsfc.nasa.gov/rpt_current_directives.cfm.

1.3.2   Logistics Division Chief

Where functional, the Logistics Division Chief may be involved in approving purchase requests for motor vehicles and other motorized equipment for official purposes as well as the oversight of Transportation and Property Branches.

1.3.3 Center Transportation Officer

The CTO provides oversight of all transportation-related programs, including long-range strategic planning, fleet asset management, contractor custodial asset management, vehicle operations, performance metric evaluations, and fleet maintenance. The CTO also ensures compliance with this handbook, Executive Orders (E.O.s), and Federal, State, and local laws applicable to fleet management, and incorporates best practices in line with NASA policy directives. The CTO will ensure sufficient data is collected and maintained to properly monitor fleet usage. Policies pertaining to vehicle assignments must be enforced.

Note: The term CTO is used throughout this handbook but the individual is sometimes referred to as a Center Transportation Manager (CTM).

1.3.4 Contracting Officer

GSA- and NASA-owned vehicles have often been provided to contractors under cost-reimbursable and fixed-priced contracts (41CFR102-34.230). It is NASA's policy to discontinue providing Government-owned or -leased vehicles to contractors unless it is most advantageous to NASA. The removal of Government vehicles from contractors will take place over time when contracts are renewed, rebid, or extended. However, the use of GSA-leased vehicles will be allowable in exceptional circumstances when it is in the best interest of the Government, but only to the extent provided in FAR Part 51, Subpart 51.2. Use of GSA vehicles in the performance of a fixed-price Government contract requires preapproval from the Administrator of GSA and will be fully documented.

- The assignment of Government-owned vehicles for performance of a contract must be thoroughly assessed in all cases as this practice does not always result in lower overall operational costs.
- When assigned, accurate and complete records will be maintained and annual utilization studies conducted to validate retention. Contractors who use Government-owned vehicles are subject to all fleet management policies contained in this handbook.
- Contracting Officers (COs) in coordination with the CTO will ensure contractors are properly insured for vehicles operated in connection with the applicable contract. The contractor is responsible for providing a certificate of insurance coverage to the CO and CTO verifying that it has the proper insurance to operate the vehicles.

1.3.5 Contractors

When bidding for new, renewed, or modified contracts, each contractor will specify the quantities and types of Government-furnished vehicles required to fulfill the contract.

In certain rare cases, contractors will be authorized to use Government-owned or leased vehicles only after the CO has provided written authorization to the NASA Agency Transportation Manager and the GSA Fleet Management Center (FMC). Contractors will not coordinate directly with the GSA FMC to obtain the authorization. This authorization will comply with requirements outlined in Federal Acquisition Regulation (FAR) 45.304 and 51.202. Additional guidance on contractor use of Government supply sources including the use of GSA vehicles can be found in FAR Subpart 51.1 and 51.2.

1.3.6 Vehicle Using Departments

The NASA Department Head is ultimately responsible for the management and care of vehicles directly under the department's possession or oversees contractors who operate Government-owned or -leased vehicles. Each department will appoint, in writing, a vehicle coordinator to coordinate with the CTO on

all matters related to vehicle support including new vehicle requests, annual validation, collecting utilization data for vehicles, and forwarding it to the CTO for necessary action. Basic responsibilities of the vehicle coordinator are summarized below:

- Acting as a liaison between their department or unit and the CTO.
- Controlling unit vehicles
  - ✓ Utilized at a rate that justifies continued assignment of the vehicle;
  - ✓ Used in a safe and nonabusive manner by all drivers and operators;
  - ✓ Fueled and operated on alternative fuels if applicable;
  - ✓ Maintained according to schedules provided by the CTO;
  - ✓ Periodically cleaned inside and outside to maintain appearance;
  - ✓ Operated by a fully trained and licensed driver.
- Obtaining necessary vehicle support services to meet mission needs:
  - ✓ Properly designed and specified for the job to be done.
- Ensuring personnel are thoroughly trained on the requirements of this handbook.

1.3.7   Drivers and Operators

All drivers and operators of Government-owned or -leased vehicles must be legally licensed in the United States and trained to operate the types of vehicles provided for their use. Drivers and operators will ensure all vehicle assignments are maintained in compliance with NASA guidelines. Driver responsibilities are further defined in Chapter 3 of this handbook.

1.3.8   GSA Fleet Management Center

The GSA fleet is supported by a network of Fleet Management Centers (FMCs) that are responsible for assigning GSA fleet vehicles and providing for their administrative support and control in the specific geographic areas they serve. They also supply maintenance on all vehicles to ensure proper functionality through the National Maintenance Control Center (MCC). These FMCs provide quality vehicles and fleet management services while offering low prices and economical lease rates. To access the lease rates, visit GSA's Web site at http://www.gsa.gov/portal/category/21852.

Chapter 2 - Asset Management

2.1 Authorization of Vehicle Assets

2.1.1 General Assignment Criteria

Vehicles will be authorized only to those Centers that have an approved allowance and will be supplied through new procurement or the most cost-effective means. This includes vehicles acquired through GSA where practical.

2.1.2 NASA Agency Zero Growth Vehicle Policy

Centers are strongly encouraged to maintain a zero growth policy. This means that additional vehicle assignments must be related to mission change and supported with valid justification (Form NF 1759).

2.2 Vehicle Authorization Review Authority

2.2.1 NASA Headquarters Review

Each Center will maintain an approved list of vehicle assignments as part of their Table of Authorized Vehicles (TAV). This list will also include contractor-furnished vehicles that are assigned, operated, and maintained by the contractors. NASA Headquarters will review each Center's TV annually to monitor changes in fleet size and track such changes to show at least 5 years' history. Any acquisitions that exceed the approved TAV must be approved in advance of the acquisition by NASA HQ Agency Manager of Transportation Programs.

2.2.2 Center Director Review and Approval

The CD or a designated representative (in writing) will play an active role in the management of vehicle resources. This means supporting decisions to reassign or eliminate assigned vehicles where utilization clearly does not warrant further retention.

2.2.3 Center Transportation Officer Review and Approval

The CTO will exercise management and control over all assigned vehicles. This includes periodic evaluations of existing assignments as well as review of new requests for transportation support. As stated in NPR 6200.1, the CTO will annually validate the type and quantity of vehicles for Government-owned, contractor-operated vehicles. CTOs must perform analysis of internal vehicle reallocations and should first look to the existing vehicle inventory to fulfill new mission requirements in efforts to maintain a zero growth policy.

2.2.4 Completion of Agency Vehicle Justification Form NF 1759

A Form NF 1759, Justification/Rejustification Full-Time Vehicle Assignment, will be maintained for each assignment and will be customer generated and forwarded to the CTO for consideration. When several vehicles of the same type are used for the same purpose, one Form NF 1759 will suffice as long as the number of vehicles authorized is stated on the form. The CTO will process all Form NF 1759s for the annual review and will also handle the forms for new requests. Existing vehicle assignments listed on the TAV are exempt from additional Form NF 1759 requirements.

2.2.5 Vehicle Utilization Review Board Review and Approval

Each NASA Center will establish a Vehicle Utilization Review Board (VURB). The Board will comprise representatives including no less than the CTO and the CO(s) assigned to all contract-assigned vehicles. The VURB is responsible for monitoring the size and utilization of the Center's fleet and making recommendations for changes concerning vehicle assignments and allocations to all organizations within the Center. The VURB will review Form NF1759s and approve or disapprove requests for additional vehicles. The VURB will participate in assessing the number of vehicles needed to support each Center's requirements, including GSA vehicle needs. The VURB will meet at least annually to identify low utilization of vehicles as well as to review requests for additional vehicles and make recommendations for growth, retention, reassignment, and/or withdrawal of assigned assets. The objective is to finalize a report prior to the close of the third quarter of the FY.

2.2.6 Table of Authorized Vehicles

Each Center is responsible for establishing a baseline Table of Authorized Vehicles (TAV). This means ensuring only an optimal mix of vehicles is assigned and maintained. Having the right size vehicle fleet is an Office of Management and Budget (OMB) concern; therefore, Agencies should not miss potential opportunities for savings. The VURB will meet as soon as possible in the fourth quarter of the Fiscal Year to review the responses from organizations with vehicles on the Utilization Target List. One of two possible actions will result:
   a. When the VURB approves <u>continued use of the vehicle</u>, the CTO will send a report to the NASA Agency Transportation Manager and notify users of the final action where necessary.
   b. When the VURB <u>disputes</u> the using organization's recommendation, the NASA Agency Transportation Manager is notified. The CTO provides final results to the users.

The following process/factors should be considered as each Center develops its vehicle baseline:
   a. Require each customer to submit a written justification for each additional assignment using NASA Form NF 1759. Evaluate each submission, focusing on what the vehicle is used for in terms of passenger movement, cargo movement, material movement, or mission essentiality of the vehicle. Look at why requirements cannot be met with other means of support, e.g., privately-owned vehicle (POV), taxi, bus, or rental or pool vehicle. Determine mission impact based on Form NF 1759 input. A decision table provided in Section 4.3.1.2 to aid the CTO in determining whether a vehicle should be assigned.
   b. Condition, age, and downtime are factors that should be included in the analysis and documented on the Form NF 1759.
   c. Analyze past and expected utilization: If only 25% of average utilization is currently being met, continued assignment may not be warranted.
   d. Develop a preliminary TAV based on evaluation of the data captured on each Form NF 1759 showing current and recommended levels.
   e. Coordinate findings with customers and offer opportunity for rebuttal, especially if recommendation is to reduce assignments.
   f. Consider customer recommendations and then make final decision on baseline mix.
   g. Retain this TAV level and <u>only adjust it when mission changes warrant adjustments.</u>
   h. Once the customer baseline TAV is established, develop a baseline TAV for pool vehicles if applicable.

Note: CTOs who already have an established and approved baseline in place are not required to reestablish the baseline. However, baselines must have been based on measurable and meaningful data.

2.2.7 Approval and Disapproval of Fleet Vehicle Use

The CTO has authority to deny any requests when sufficient justification has not been provided.

2.2.8 Appeal of Center's Transportation Officer's Decision

When the CTO or higher authority denies an individual's request for vehicle assignment, the customer may submit additional justification along with an impact statement to further support the request. Once received, the CTO will make a final review and determination.

2.3 Acquisition of Assets

2.3.1 Acquisition of Vehicle Assets

Prior to vehicle procurement, the CTO should coordinate with vehicle users to determine specific requirements. This also can be accomplished during annual utilization reviews. Once requirements have been identified, they can then be developed into specifications to be forwarded to the applicable procuring agency for acquisition, provided funding is available. In some cases where new or specialized types of vehicles or equipment are being specified, the CTO should require approval of the specification by an appropriate manager of the using department.

2.3.2 Vehicle Specifications

The lightest and most fuel efficient vehicle that fully meets the needs of any customer requirement should be acquired; *however*, vehicle total life cycle cost analysis methods should be employed where appropriate to ensure the most economical vehicle is selected.

2.3.3 Light Duty Versus Heavy Duty Vehicles

2.3.3.1 Light Duty

NASA vehicle acquisitions must take into account the provisions of the Energy Policy Act (EPAct) of 1992 and 2005 and E.O.s 13423 and 13514. These documents set forth the statutory requirements for the acquisition of alternative fuel vehicles (AFVs) by Federal agencies. Additionally, NASA Headquarters issued a comprehensive strategy in December 2002 and updates it annually that describes the steps NASA will take in meeting AFV mandates including those of the EPAct of 1992 and 2005 and E.O. 13423 and 13514. Annual EPAct and E.O. 13423 and 13514 compliance is reported through the Federal Automotive Statistical Tool (FAST). The primary requirements are:

- 75% of the light duty vehicle acquisitions must meet EPAct standards.
- 100% of light duty vehicle acquisitions must meet E.O. 13514 Low Greenhouse Gas (GHG) rating standards.
- Vehicle acquisitions not meeting E.O. 13514 GHG rating standards must have CTO certification that the function and mission of the vehicle could not be accomplished using an approved GHG vehicle.
- NASA's total petroleum consumption will be reduced by 2% each FY from 2006 through 2020
- NASA's total use of Alternative Fuels will increase by 10% each FY from 2006 through 2015

Each CTO will play an integral role in ensuring the goals are consistently met. See NPR 6200.1.

2.3.3.2 Medium and Heavy Duty

Prior to acquiring medium and heavy duty vehicles, comprehensive analyses should be done, as these resources are expensive and cause a significant drain on capital and operating budgets, especially when they are procured and then underutilized. Evaluation regarding utilization of these assets is accomplished during the annual utilization review and more frequently if the CTO deems it necessary.

2.3.4   Acquisition Alternatives

2.3.4.1 Purchasing New Vehicles

New vehicle requirements will be coordinated with the CTO, who can assist with the evaluation of the job to be performed with the vehicle and the development of appropriate vehicle specifications. Contractors will coordinate new vehicle requirements through the CTO.

2.3.4.2 Electric Vehicles

The Agency encourages the procurement of innovative vehicles such as electric and hybrid electric vehicles. Centers are encouraged to use Low-Speed Electric Vehicles (LSEVs) to fill inventory requirements where feasible. Vehicle users will be educated on the availability of these resources and their benefits.

2.3.4.3 Demonstration Equipment

Demonstrations of new types of vehicles by vendors for the purpose of evaluating their functionality will be allowed if it is within the best interest of NASA and within all legal parameters.

2.3.4.4 Purchasing Used Vehicles

Procurement of used vehicles may be appropriate in cases where expected utilization does not justify the initial cost of a new vehicle. *For example, if a large crane truck is essential to the Center's mission but only needed for an hour each day, and rental units are either unavailable or very inconvenient to obtain and return, it may be better to purchase a used crane truck that is in good condition. Purchase of used vehicles will be processed in the same manner as new vehicle procurement.*

2.3.4.5 Purchase Versus Lease

The decision whether to purchase or lease can involve several factors, but the key things that affect the decision are expected utilization and expected retention cycle. If a vehicle has moderate to high utilization, then a GSA lease with a relatively short term (3 to 6 years) may be the best approach. If, however, utilization is fairly low and retention cycles are expected to be longer than GSA leasing cycles, it may be better to purchase the vehicle because the acquisition cost is spread over a long period of time. The NASA Agency Transportation Manager can provide guidance to help perform a detailed purchase versus lease analysis. This guidance will be within compliance with the Epact of 1992 and 2005, and E.O. 13423.

2.3.4.6 GSA Leasing

The CTO authorizes the use of Government-owned or -leased vehicles to support NASA customers. The most economical and efficient means of transportation will be provided in all cases.

2.3.4.7 Commercial Leasing

Commercial leases will be used only when that approach has been determined to be the most cost-effective alternative to providing customer support. Otherwise, only NASA-owned and GSA vehicles will be utilized. Recurrent use of commercial rentals/leases (i.e., "back to back") to bypass standard acquisition procedures and TAV standards is prohibited. The CTO will be notified regarding all commercial leases and will track the types, quantities, and duration of such leases to evaluate the need for additional vehicle resources for the Center. See paragraph 1.3.5 for more details on vehicle assignment for contractors.

2.3.5   Alternative Modes of Transportation

2.3.5.1 Taxi Service

 Where applicable, Centers will evaluate the cost effectiveness of a radio-dispatched taxi service in lieu of authorizing a permanent vehicle assignment.

2.3.5.2 Shuttle bus

Bus services are encouraged, where practical and cost effective, to move personnel between various locations on and off the Center.

2.3.5.3 Privately-Owned Vehicle Reimbursement

An alternative to furnishing a Government-owned or leased vehicle is to compensate individuals to use their POVs. Used effectively, this can be a valuable tool in reducing the number of Government-owned or -leased vehicle assignments. However, individuals cannot be forced to use their POVs. A cost-benefit analysis should be conducted on a case-by-case basis.

2.3.5.4 Vehicle Sub-Pools

The CTO should encourage the use of sub-pools as a means of reducing the number of Government-owned and -leased vehicle assignments.

2.3.5.5 Rentals

A rental is normally classified as a contractual arrangement of less than 60 days. Centers may use these arrangements to meet emergent or peak workload requirements without regard to established vehicle allowances. Other customer requirements should also be met with rentals especially where utilization does not justify a full-time assignment. The CTO will be notified regarding all vehicle rentals and will track the types, quantities, and duration of rentals to evaluate the need for additional vehicle resources for the Center.

2.4 Acceptance of Vehicle Assets

When a new vehicle arrives, it should be thoroughly inspected concurrently by the CTO and a representative of the using department to verify that it conforms to the purchase specifications. Discrepancies should be noted and reported to the appropriate office (e.g., GSA for a leased vehicle, the Purchase Specialist if purchased, the rental company if rented). If possible, the vehicle should be test driven and special equipment should be test operated by a trained operator. Arrangements should be made for operator training if appropriate.

2.4.1   New Vehicle Quality Assurance

The CTO is responsible for ensuring that all new vehicles delivered to customers are properly prepared and free of defects. When a vehicle fails to meet the specification, reports will be prepared and forwarded to the Agency Transportation Manager for resolution.

2.4.2 New Vehicle Deliveries, Marking, and Registration

2.4.2.1 New Vehicles

New vehicles received in the inventory will be prepared and placed in service within 15 working days after receipt.

2.4.2.2 Marking of Contractor Vehicles

Contractor-owned vehicles should be placarded with the contractor's name and logo or other signs or as specified in contracts. These signs should identity the name of the company and telephone number at a minimum.

2.4.2.3 Bumper Stickers and Other Unauthorized Markings

Bumper stickers and other markings will not be placed on vehicles unless properly authorized from either GSA or the CTO for owned vehicles.

2.4.3 In-Servicing

In-servicing refers to the process of bringing a newly delivered vehicle into the fleet. For GSA vehicles, the CTO will be notified when vehicles are due for replacement and the new vehicles have been received. Vehicle users should be notified to retrieve the vehicle from the proper location and report copies of the paperwork and credit card information to the CTO. The CTO or contractor-assigned personnel will acknowledge receipt of owned vehicles and add them to inventory records.

2.4.4 Exchange of Old Vehicle for New Replacement

Vehicle replacement plans will be developed annually for all vehicles in the inventory. For GSA-leased vehicles, this plan will be developed in time to meet the procurement cycle normally starting in October of each year. It is recommended that Centers develop 5-year replacement funding plans to help predict the peaks and valleys in procurement funding needs for all NASA-owned vehicles.

Vehicles that are replaced will be terminated as soon as possible. It is recognized that GSA vehicles must be inspected by the FMC prior to turn-in to ensure damage has not occurred beyond fair wear and tear.

2.5 Record-Keeping Requirements of Vehicle Assets

2.5.1 NASA Owned Vehicle Assets

2.5.1.1 NASA-Owned Vehicle Asset Data Elements

The following data elements will be collected completely and accurately for every vehicle and stored electronically in the Center's Fleet Management Information system (FMIS) Database and in GSA's Federal Motor Vehicle Registration System (FMVRS). All data will adhere with NASA Procedural Requirements (NPR) 1441.1, NASA Records Retention Schedules:

- Vehicle Identification Number (VIN)
- License Number
- Year
- Make
- Model Name
- Model Number
- Vehicle Type (e.g., Passenger Van, Pickup)
- Color
- Odometer Type (Miles, Hours, or Both)
- Odometer Reading at Delivery
- Total Acquisition Cost (For Owned Units)
- Acquisition Date (Date Purchased or New to NASA Fleet)
- In Service Date (Date Delivered to End User)

Note that additional data elements may be necessary (for example, lifting capacity of a crane or forklift).

2.5.1.2 Vehicle Identification Systems

The most basic and essential identification number for any vehicle or piece of equipment is the manufacturer's VIN. A unique NASA "Vehicle Number" also will be assigned to every fleet unit so that in the event of a consolidation of NASA fleet data, there will be no duplicates. For vehicles carrying a NASA or GSA license plate, the license number will serve as the NASA Vehicle Number to be used in fleet management information systems and most reports.

2.5.1.3 Fleet Management Information Systems

Fleet Management Information Systems (FMIS) that track vehicle asset records, maintenance history, mileage, and many other fleet management details are important management tools that are used extensively in the commercial fleet sector. Each CTO should assess the need for such systems and coordinate with the NASA Agency Transportation Manager to determine the best approach for acquiring such systems to provide critical functionality and management consistency throughout all NASA Centers.

2.5.2 Leased Vehicle Assets Data Elements

2.5.2.1 General Services Administration Fleet Drive-Thru

NASA personnel should use the GSA Fleet Drive-Thru Web portal that allows GSA customers to report vehicle mileages, generate vehicle inventory reports, and input information and accounting classifications for vehicles to expedite billing. Use http://drivethru.fas.gsa.gov/drivethru/drivethru to access this portal and log in using the assigned password.

2.6 Use of Vehicle Assets

Types of assignments for each customer will be based on the mission-specific requirements of each customer. Therefore, assignment of Government-owned or -leased vehicles may be permanent or temporary. The CTO will monitor the assignment of these vehicles on an ongoing basis to reflect changes in mission requirements.

2.6.1   Official Use of Government Vehicles

Vehicles will only be used in support of authorized NASA functions, activities, or operations. When questions arise pertaining to official use, they should be resolved in strict compliance with statutory provisions and this handbook. See 41CFR102-34.220 and Sections 1344 (Passenger Carrier Use) and 1349 (Adverse Personnel Actions) of Title 31, United States Code (U.S.C.) at http://uscode.house.gov/.

2.6.1.1 Priority of Services and Official Use Determination

The determination as to whether a particular use is official is a matter of administrative discretion and should be exercised within applicable laws and regulations. Pertinent factors include whether transportation is essential for completion of the function or operation and/or whether transportation is consistent with the purpose for which the vehicle was procured.

2.6.1.2 Authorized Uses of Government Vehicle

Contractors and civil servants may use Government-owned or -leased vehicles to conduct official business only.

2.6.1.3 Student Contractor Employees

Student contractor employees may use Government-owned and -leased vehicles to conduct official business only when approved in writing by the CO, in compliance with statutory provisions. See 41CFR102-34-230 at http://ecfr.gpoaccess.gov. (This site does not specifically address student contractor employees).

2.6.1.4 Temporary Duty Use

NASA personnel while on temporary duty (TDY) may operate Government-owned or -leased vehicles while in an official status provided they possess a valid State license for the type of vehicle being operated. Use of these vehicles is limited to official purposes including transportation to and from duty sites, lodgings, dining facilities, medical facilities, drugstores, barber shops, and similar places required for the traveler's health or comfort. However, public perception must be considered.

2.6.1.5 Transportation between Domicile and Place of Employment (Home to Work)

Vehicle users will not use Government vehicles for home-to-work transportation unless specifically authorized by 31 U.S.C. 1344, 41 Public Contracts and Property Management, and title 14: Aeronautics and Space, Part 1204, Subpart 16.

2.6.1.5.1   Exceptions Types of Home-to-Work Travel

Incumbents assigned as Station Director in Moscow, Russia, are authorized use of Government-owned or -leased vehicles between residence and place of work*.*

Certain limited home-to-work travel is allowed when it is advantageous for the Government, such as when the driver's residence is on the way to a remote site visit. The restriction for home to work does not apply to the Office of the Inspector General (OIG) performing criminal law enforcement functions pursuant to statutory authority as described in NASA NPD 6000.1.

2.6.1.6 Authorized Use of Personal Owned Vehicles

As stated in paragraph 2.3.5.3, POVs may be used for official business for short trips and incidental travel, subject to Federal Travel Regulations.

2.7   Unauthorized Uses of Government Vehicles

2.7.1   Non-Government Passengers

NASA policy prohibits the transportation non-Government passengers (not including Government contractors) for any purpose unless specifically approved in writing by the General Counsel and the Center Director or designee.

2.7.2   Vehicle Misuse and Abuse

Each Center should establish consistent guidelines to correct the behavior of those who misuse/abuse vehicles. Fleet maintenance personnel will report suspected instances of vehicle misuse/abuse to the CTO. Each NASA Center will establish a working committee to investigate allegations of vehicle misuse/abuse and report their findings to the CTO and other appropriate management personnel.

Employees who misuse or abuse Government vehicles will be subject to corrective action. Corrective action may include disciplinary reprimands, including suspensions or removal by the CD when an employee uses or authorizes the use of a motor vehicle for other than official purposes.

2.7.3   Penalties for Unauthorized Uses

NASA Centers will promptly investigate allegations of unauthorized use and, if appropriate, take disciplinary action under Section 1349 of Title 31 of the U.S.C. or report the violation to the U.S. Attorney General for prosecution under 18 U.S.C. 641. See Section 1349 (Adverse Personnel Actions) of Title 31 of the U.S.C. at http://uscode.house.gov/. CFR102-34-240 states: *If an employee willfully uses, or authorizes the use of, a motor vehicle for other than official purposes, the employee is subject to suspension of at least 1 month or, up to and including, removal by the Head of the Agency (31 U.S.C. 1349).*

2.8 Disposition of Over-Age, Unsafe, or Unserviceable Vehicles

2.8.1 Disposition of Unsafe Vehicles

The CTO will take disposition action on vehicles that are considered unsafe for operation and cannot be economically repaired to safe operating condition. Unsafe GSA vehicles should be brought to the attention of the appropriate FMC.

2.8.2 Vehicles Beyond Economical Repair

For the most part, GSA vehicles will not reach the point where they are uneconomical to repair with the exception of accident-damaged vehicles. However, for Government-owned vehicles, some repairs may be deemed uneconomical in relation to the vehicle's age and condition. Such vehicles will be referred to the CTO for a final decision whether to repair or retire the vehicle. Retired vehicles will be processed for disposal within 15 days after determining the vehicle should be removed from service.

2.8.3 Disposing of Retired or Excess Vehicles

GSA vehicles will be returned to GSA for disposition. NASA-owned vehicles will be returned to the local asset disposal unit along with all maintenance records.

2.9 Fuel Assets

2.9.1 Fuel Management Objectives

The overall objectives of fuel management are the following:

- Minimize the consumption of petroleum-based fuels;
- Ensure fuel security and accountability;
- Minimize the cost of fuel used by the fleet;
- Provide safe, convenient fueling access for fleet customers;
- Ensure conformance with all Federal, State, and local regulations;
- Record and report fuel usage as required by FAST.
- Maximize use of AFVs

2.9.2 Mandatory Use of On-Site Alternative Fuel Resources

Ideally, all Centers should have on-site alternative fuel facilities but this may not be feasible at all locations. When it is necessary to use off-site fuel facilities, users will ensure proper grade fuel is used. Use of alternative fuels to reduce petroleum consumption is discussed in Section 2.9.4.2.

The use of fuel management key- or card-lock systems to enforce use of on-site supplies of E-85 is recommended where appropriate.

Centers engaged in the management of underground storage tanks (USTs) will comply with the requirements of 40CFR Part 280.

2.9.3 Fuel Taxes

Federal Government fleets are exempt from Federal Excise Tax and other fuel taxes and these taxes are usually deducted before payment for fuel is made. However, the CTO should be vigilant to ensure that

taxes for on-site fuel supplies are not charged. The Internal Revenue Code (sections 6421 and 6427) and IRS Ruling 58-349 set forth the tax laws and eligibility requirements for obtaining credits and refunds for taxes paid on ground fuels used on-site. NASA Centers should file claims for excise taxes paid for fuel used on-site in accordance with IRS Publication 510. More explicit details on fuel taxes may be found at http://www.irs.gov/publications/p510/pt01.html.

2.9.4   Types of fuels

2.9.4.1 Petroleum—Gasoline and Diesel

Personnel at all Centers will strive to meet the mandates of E.O. 13423 and reduce the use of gasoline and regular diesel in vehicles that can run on alternative fuels.

2.9.4.2 Alternative Fuels

Current mandates as outlined in E.O. 13423 require managers to take an active role in reducing petroleum consumption through improvements in fuel efficiency and the use of alternative fuels. The following practices should be employed at all Centers where feasible:

a. Use only B20 biodiesel for diesel vehicles fueled on site. Biodiesel feedstock (B100) must meet ASTM Specification D6751. For more information on biodiesel, go to http://www.desc.dla.mil/. From the text menu, select Energy Links > Alternative Fuels Information Station.
b. Use E-85 in light duty vehicles and other applications where possible; installation of a facility on base is ideal; set key- or card-lock access system to restrict use of gasoline fuel in E-85 vehicles when fueling on site.
c. Consider the use of compressed natural gas (CNG)/liquefied petroleum gas (LPG) when no other alternative fuel option is available.
d. Use plug-in electric hybrid (PHEVs) when PHEVs are commercially available at a cost reasonably comparable on the basis of life-cycle cost to non-PHEVs, and/or other electric vehicles (EVs).

2.9.5   Fuel Tank Management

2.9.5.1 Temporary Fueling Facilities

Temporary above ground fueling facilities of a modular and self-contained design should be used where appropriate to assist in the introduction of liquid alternative fuels (such as E85) or to provide more convenient access at remote locations for conventional fuels. The CTO should investigate the option of leasing such facilities to fulfill temporary and short-term needs up to 3 years.

2.9.5.2 Commercial Fueling

Commercial fueling facilities may be used when cost effective and/or in the best interest of the Government.

2.9.6   Fuel Card Management

For GSA-leased and NASA-owned vehicles, the operator or assignee will be personally responsible for safeguarding and protecting the fuel card. The fuel card must be removed from the vehicle when unattended, especially when left at a commercial facility for service, inspection, or repairs. **Caution: Use of fuel cards for unauthorized purchases subjects the user to disciplinary action.**

2.9.6.1 Record-Keeping

Detailed transaction records will be maintained on all fuel transactions to track fuel usage for all fuel dispensed from NASA-owned or -operated facilities.

Chapter 3 - Vehicle Operation

This chapter pertains specifically to drivers and operators of Government-owned vehicles. It is applicable to all users engaged either in operating vehicles or charged with day-to-day management of the vehicles. It is considered a guide and covers most of the day-to-day issues that drivers and operators confront. Comments on this section of the manual should be directed to the Center Vehicle Management Office (CVMO). For information, the use and care of GSA vehicles is thoroughly addressed in 41CFR101-39. Link: http://ecfr.gpoaccess.gov.

3.1 Department Supervisor and Coordinator Responsibilities

3.1.1 Drive Licenses and Driving Records

Personnel operating Government-owned motor vehicles must comply with this handbook and motor vehicle traffic laws of the State and local jurisdiction as outlined in 41CFR102-34.250.

Vehicle operators will maintain appropriate licenses for the types of vehicles they are subject to operating. All drivers of NASA-owned or -leased vehicles must have in their possession a valid driver's license issued in the United States.

3.1.2 Commercial Driver's License

Operators of vehicles having a Gross Vehicle Weight Rating (GVWR) of above 26,000 lbs. must have a commercial driver's license (CDL) with current medical certification/endorsement(s). For example, bus operators must have a CDL with passenger endorsement (P). Laws applicable to each State and jurisdiction must be followed. Refer to Public Law 99-570.

The Department of Transportation requires drivers with CDLs to undergo drug and alcohol testing in what are referred to as safety-sensitive duties positions. CFR49 Part 40 and Part 382 apply. The program applies to all CDL licensed personnel performing or expected to perform safety-sensitive functions/duties for NASA and must include required testing in six cases:

   a. Pre-employment
   b. Post-accident
   c. Random
   d. Reasonable suspicion
   e. Return to duty
   f. Followup

3.1.3 Driver's License Record Checks

Prior to checking out any sub-pool vehicle, the vehicle coordinator will confirm the operator's possession of a current driving license. Licenses may be suspended or revoked by the issuing authority (State, Commonwealth, District or Government for Government-issued licenses) for cause at any time.

Each driver is responsible for ensuring their license is kept current and will not drive GSA or NASA-owned vehicles if their license is expired or has been revoked for any reason. When an individual's license is suspended or revoked, then the operator is responsible for reporting this information to the

immediate supervisor on the next work day following the suspension or revocation of the license. Drivers will notify their supervisors when any licensing issue arises.

3.1.4   Transporting of Hazardous Materials Using Government Vehicles

Center transportation management will have an understanding of the rules and regulations governing the transport of hazardous cargo. In addition, the Center transportation management is responsible for compliance and training related to transportation of hazardous materials. See 49 CFR, Part 177 for specifics on transporting hazardous cargo over the public highway.

3.2   Driver and Operator Responsibilities

3.2.1   Pre- and Post-Use Inspections

Drivers are required to ensure Government vehicles are maintained in proper operating condition at all times. This means the vehicle operator must conduct a vehicle inspection before and after each day's use of the vehicle to determine if discrepancies exist. In particular, the driver is responsible for checking engine oil and coolant levels, tire pressures, and proper placement of license plates. Discrepancies found during the course of the inspection will be documented and reported to maintenance for repair after coordinating with the department supervisor.

3.2.1.1 Lost Government License Plates

Lost plates for Government-owned and GSA vehicles will be reported to and handled by the CTO. See 41 CFR 101-38.202-7.

3.2.1.2 Parking and Storage of Vehicle Assets

Generally, Government vehicles will be parked at each customer's workplace in a secure location, with the keys and credit card removed and the vehicles locked and windows rolled up. Exceptions should be coordinated through the CTO.

3.2.1.3 Vehicle Keys and Fuel Card Control

3.2.1.3.1   Vehicle Key Control

Operator supervisors will ensure a key control system is in place for their assigned vehicles.

3.2.1.3.2   Fuel Card Control

Fuel card control for GSA and NASA-owned vehicles is discussed in Section 2.9.6.

3.2.1.3.3   Loss of Fleet Vehicle Keys and Credit Cards

Operators will coordinate with the CTO for replacement keys and cards. The responsible department will ensure a memorandum is written to explain the circumstances of the loss and action taken to prevent reoccurrence. The CTO maintains spare keys in the Vehicle Management Office (VMO).

3.2.1.3.4   Unsecured Items in Vehicles

In the interest of safety, operators will ensure items being transported are properly secured prior to operating the vehicle.

3.2.1.3.5   Responsibility for Loss or Property Damage

Operators will report loss of or damaged property to the CTO via their supervisor. Whenever Government vehicles are lost, damaged, or stolen, the CTO will ensure an investigation is accomplished. This also includes assigned GSA vehicles.

3.2.2   Seat Belt Usage

Wearing of occupant restraint devices (seat belts) is mandatory for all occupants. Vehicles will not be placed in motion until seat belts are fastened. See 49 CFR 571 for specific details on occupant restraint devices.

3.2.3   Fueling Requirements

3.2.3.1 Grade of Fuel

Use only the grade of fuel recommended by the vehicle manufacturer; regular unleaded is almost always recommended for gasoline vehicles. On-site fuel stations will be used to the extent they are available. Accurate records of fuel transactions for each vehicle will be maintained. Ideally, an automated fuel system will be in place functioning both as a theft deterrent and as an inventory control system.

3.2.3.2 Mandatory Use of On-Site Alternative Fuel Resources

Ideally, all Centers should have on-site alternative fuel facilities but this may not be feasible at all locations. Nevertheless, for sites that do have the capability, use of B20 biodiesel fuel is required for diesel-powered vehicles and use of E-85 fuel is required in all vehicles that are designed for E-85 use. The use of fuel management key- or card-lock systems to enforce use of on-site supplies of E-85 is recommended where appropriate.

Important: The use of alternative fuel (e.g., E-85, CNG) for vehicles so equipped is mandatory when the fuel is available. Refer to CFR102-33.335. Link: http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl

3.3   Restrictions

3.3.1   Prohibition of Use of Cell Phone

Operators of GSA and Government vehicles will not operate cellular phones while the vehicle is in motion or on the traveled portion of a roadway.

3.3.2   Prohibition of Use of Tobacco Products

Use of tobacco products including smokeless tobacco in GSA and Government vehicles is prohibited.

3.3.3   Prohibition of use of Alcoholic Beverages and Drugs

Operating a Government-owned motor vehicle while under the influence of alcohol and/or illegal drugs is strictly prohibited. Moreover, personnel will not consume alcohol or illegal drugs while operating Government-owned motor vehicles.

3.3.4   Prohibition of Passengers

It is NASA's policy to prohibit the transportation of nonofficial passengers without specific approved in writing by the General Counsel and the Center Director or designee. NASA prohibits passengers in Government-owned or NASA leased vehicles:
- Who are not civil servants or contractors
- Who are not in the performance of official business

3.3.5   Restrictions on Use of 15-Passenger Vans

The National Highway Transportation Safety Administration has issued repeated rollover warnings to users of 15-passenger vans. NASA policy prohibits carrying more than 9 people including the driver in 15-passenger vans. NASA policy also requires drivers of 15-passenger vans to be experienced drivers with valid Commercial Driver's Licenses. Procurement and use of these vehicles is highly discouraged. See http://www.nhtsa.gov/CA/10-14-2010.

Warning: Where used, safety recommendations on 15-passenger vans must be strictly adhered to, including ensuring vans are only operated by trained and experienced drivers, including a review and understanding of the safety advisory.

3.4   Emergency Procedures

If an emergency situation arises calling for vehicle support, users should contact their supervisors for direction. The CTO will publish a list of emergency contact persons and phone number to handle after-hours emergency vehicle situations.

3.4.1   Emergency and Inclement Weather Operations

Vehicle operators should exercise extreme caution when operating vehicles under adverse weather conditions. In the interest of safety, this means planning ahead, being alert and sober, ensuring the vehicle properly serviced, determining weather and road conditions along the route, and buckling up to ensure a safe arrival at destination.

Drivers will initially contact the point of contact (POC) (See paragraph 5.6.10) when they experience situations where the vehicle(s) will not start or properly run. Each Center will ensure customers are provided a means of contacting maintenance for towing or on-site repairs.

GSA vehicle operators contact GSA Repair Control Center, 24 hour/7 day service at (866) 400-0411. GSA vehicles will be towed to the nearest authorized repair facility, including Government facilities where authorized by contract.

3.4.2   Driving Under Adverse Weather Conditions

Vehicle operators should exercise extreme caution when operating vehicles under adverse weather conditions. In the interest of safety, this means planning ahead, being alert and sober, ensuring the vehicle

properly serviced, determining weather and road conditions along the route, and buckling up to ensure a safe arrival at destination.

3.4.3   Accidents and Investigations

3.4.3.1 Summary of Accident Procedures

The following process will be followed for personnel involved in accidents in Government vehicles:

a. Stop immediately and render any possible assistance to the injured.
b. Never leave the scene of an accident.
c. Avoid moving seriously injured persons unless essential for their protection.
d. Warn other motorists of any existing highway hazards and use flares or reflectors during hours of darkness or where visibility is poor.
e. Avoid expressing opinions regarding liability.
f. Immediately notify local law enforcement authorities when on public roads and obtain the accident "case number" from the police officer conducting the investigation at the scene.
g. Notify the immediate supervisor and the CTO as soon as possible. If GSA vehicles are involved in an accident, the operator will contact the GSA Accident Control Center (866) 400-4011 immediately.
h. Complete accident report, SF 91 (and SF 94, witness report, if possible) and NF 1627, NASA Mishap Report the same day as the accident (assuming the driver is physically capable) and then delivered to the individual's supervisor, GSA AMC, the CTO, and other parties as deemed necessary. If individual is unable to complete the forms, the next person responsible for equipment operations will complete the report.
i. Comply with State and local laws pertaining to accident reporting and the rules of this handbook.
j. Arrange to drive or tow the vehicle for repair estimate and subsequent repair.
k. Expeditious completion of accident claims and subsequent investigation is a critical part of risk management for Government-owned vehicles.
l. Work closely with GSA to process claims and properly investigate accidents involving GSA vehicles.

3.5   Repair Responsibility

Vehicle user's organization will be billed for accidents and incidents for GSA vehicles as outlined in 41CFR section 101-39.406. The vehicle operators will contact the CTO prior to taking the vehicle for a repair estimate and the vehicle will be authorized for repair, once approval is obtained from the GSA AMC. For other Government-owned vehicles, the Government is self-insured and will absorb the cost of accidents in its operating budget unless negligence has been determined.

Should a GSA vehicle become inoperable and or unsafe to drive, contact the Accident Management Center (AMC) for the location. If the Roadside Assistance Program does not apply to the vehicle, contact the after-hours emergency toll free number 1-800867-6589. A customer service representative will authorize towing expenses and any other after-hour emergency services up to $500.

Chapter 4 - Performance Metrics

Each Center will employ fleet management performance metrics that are established by NASA Headquarters in cooperation with NASA Centers. The metrics will be consistent, measurable, and highly visible and will be published annually in both tabular and graphical formats in order to track ongoing performance for the past 5 years. Reports on performance will include the following categories at a minimum.

4.1 Cost

4.1.1 Cost per Mile

This is a report on NASA-owned and leased GSA vehicles showing the total annual aggregated maintenance cost (excluding accident costs) for each vehicle divided by the total annual miles. This report, generated from the FAST database, is required annually at the end of the fiscal year and should show each individual vehicle cost per mile (cpm) as well as an average cpm for each of the following vehicle types:

- Sedans and Station Wagons
- Ambulances
- Buses
- LD Trucks 4x2
- LD Trucks 4x4
- MD Trucks
- HD Trucks

4.1.2 Budgeted Lease Vehicle Cost Versus Actual Cost

This is a report that shows the total budgeted amount for GSA vehicle leases at each Center compared to the total actual cost for GSA vehicle leases. The report also applies to contractor Billed Office Address Codes (BOACs). This report will be compiled annually in order to track cost variations.

4.1.3 Accident Costs

This report will show the total annual cost of accident and abuse repairs for two major groups of vehicles: Leased GSA units and NASA-owned units. For leased GSA units, the accident cost rate will also be aggregated and reported as "cost per million miles driven."

4.1.4 Charge-Back Systems

4.1.4.1 Agency-Owned Vehicles

Each Center is encouraged to develop a vehicle charge-back system to ensure users are aware of the costs of vehicle ownership and operation. Assistance with the development of charge-back rates and procedures is available by contacting the NASA Agency Transportation Manager. It is especially important to charge for the costs associated with accident and abuse.

4.1.4.2 GSA Vehicles

See http://www.gsa.gov/portal/content/100792 for access to current GSA rates.

4.2 Reports

4.2.1 Intragovernmental Payment and Collections System Report

The Intragovernmental Payment and Collections System (IPAC) is how GSA bills each Center and contractors monthly. It is available on GSA's WebBill system.

4.3 Utilization

4.3.1 Utilization Policy

Each Center varies in fleet size and mission, so each Center should establish minimum miles and hours for determining underutilization.

4.3.1.1 Vehicle Travel Logs

Travel logs are a tool fleet managers can use to help evaluate vehicle utilization. Their use is encouraged in sub-pools and where appropriate but is not mandatory. Transaction data that includes checkout date and time, and check-in date and time are highly recommended.

Each NASA Center will conduct an annual review of fleet vehicle utilization during the third quarter of the fiscal year. The review will first identify fleet units that fail to meet minimum utilization goals and then recommend disposition of the subject vehicle(s) according to the procedures stated.

4.3.1.2 Utilization Management Procedures

4.3.1.2.1 Annual Utilization Report

Beginning the first of each calendar year, the CTO can generate a utilization report for every vehicle in the Center's fleet. The report should be created in a spreadsheet software program (for example, MS Excel) to allow calculations to be performed on the data. Use the format shown in the following example:

BOAC	Type	License #	Year	Make	Model	Organization	Average Annual Usage (Miles)
807000	Sedan	4567	2003	Ford	Taurus	Research	6,157
807078	Truck less than 12,500 pounds GVWR	7654	2001	Ford	F-150	Facilities	9,496

4.3.1.2.2 Average Annual Usage Calculation

Calculate the average annual usage by vehicle type for the Center. The result should be similar to this example:

Motor Vehicle Type	Average Annual Usage for 2004
Sedans/Station Wagons	8,600 miles
Ambulances	2,400 miles
Buses:	
Intercity	14,280 miles
City	12,966 miles
School	16,440 miles
Trucks	
Less than 12,500 pounds GVWR	10,766 miles
12,500-23,999 pounds GVWR	8,654 miles
24,000 pounds GVWR and over	6,448 miles

4.3.1.2.3 Utilization Target Point Calculation

Calculate the "Utilization Target Point" for each type of vehicle by multiplying the average usage by 25% (0.25) for each type. For the example above, the Utilization Target Points would be:

Motor Vehicle Type	Utilization Target Point
Sedans/Station Wagons	2,150 miles
Ambulances	600 miles
Buses:	
Intercity	3,570 miles
City	3,241 miles
School	4,110 miles
Trucks	
Less than 12,500 pounds GVWR	2,691 miles
12,500-23,999 pounds GVWR	2,163 miles
24,000 pounds GVWR and over	1,612 miles

4.3.1.2.4 GSA Utilization Guidelines

GSA Utilization Guidelines from 41 CFR 101-39.301	
Passenger-carrying vehicles	Min. of 3,000 miles/quarter or 12,000/year
Light truck and General Purpose Vehicles 12,500 lbs (GVWR)	Min. of 10,000 miles/year

Trucks and General Purpose Vehicles >12,500 lbs GVWR to 24,000 lbs (GVWR)	Min. of 7,500 miles/year
Heavy Trucks and General Purpose Vehicles > 24,000 lbs (GVWR)	Min. of 7,500 miles/year
Truck Tractors	Min. of 10,000 miles/year

4.3.1.2.5 Utilization Target List

Individual vehicles within each type whose usage fell below the Utilization Target Point during the respective year will be identified by the VURB and labeled in the report as "underutilized." This list constitutes the "Utilization Target List."

4.3.1.2.6 Notification to User Organizations

During the third quarter of the Fiscal Year, the CTO will notify organizations with vehicles on the Utilization Target List by letter (copy to NASA Center Director or designee) that their vehicles are on the list and will be evaluated for possible actions that include:
  a. Removal from the fleet;
  b. Reassignment within the Center;
  c. Exchange for another vehicle of a similar type with higher miles;
  d. Exchange for a different type of vehicle that better suits the mission;
  e. Retention with proper justification; or
  f. Turn-in to GSA.

4.3.1.2.7 Vehicle Exchange and Rotation Process

The CTO should promote full utilization of each vehicle. This may involve rotating or exchanging vehicles to ensure each vehicle achieves its programmed life usage. Rotation should be considered for any vehicle for which utilization consistently falls below the average for that type of vehicle at that Center.

4.3.1.2.8 Alternatives to Owning or Leasing

Alternatives to owning or leasing vehicles through GSA should be considered when vehicles are underutilized. Such alternatives include use of sub-pool vehicles, shuttle buses, on-site taxi service, POVs, increased sharing between organizations, and establishment of on-demand short-term rental contracts.

4.3.1.2.9 User Response

Organizations with vehicles on the Utilization Target List will submit a new Form NF 1759 to the Vehicle Management Office (VMO) at least 2 weeks before the end of the third quarter of the Fiscal Year.

4.3.1.2.10 Minimum Utilization by Vehicle Type

Centers will develop minimum utilization goals for each category of vehicles and compare goals to actual usage on a periodic basis. See paragraph 4.3.1.2.3 detailing the process for establishing utilization targets and subsequent utilization evaluation.

4.3.1.2.11 Count of Underutilized Vehicles

An annual report showing the number of vehicles in each category that failed to meet minimum utilization goals will be produced by the VURB and submitted to the Agency Transportation Manager.

4.3.1.2.12 Vehicles Excluded or Exempted From Utilization Review

Vehicle users may request exemptions to the minimum mileage specified for assignment or retention of a fleet vehicle. Other utilization goals such as passengers or tonnage carried or hours used should be applied if mileage is not an accurate measurement for a particular vehicle's mission. Mileage accumulated on these types of vehicles should not be included in the annual mileage target for the fleet. See 41 CFR 101-39.301 for further guidance.

4.3.1.2.13 Disposition of Disputed Vehicles

Vehicles that have undergone a complete dispute resolution process and are approved for retention are exempt from further identification as vehicles on future Utilization Target Lists for a period of 3 years. However, such vehicles should still be considered for exchange with higher mileage units of a similar type whenever possible in order to "balance" utilization for the overall fleet. Where applicable, excess GSA vehicles will be turned in to GSA as soon as possible. The NASA Agency Transportation Manager will be notified when this action is complete and records have been updated.

4.4 Overall Average Miles per Gallon

The CTO will produce annually and retain a report reflecting average miles per gallon for all vehicles.

4.5 Preventive Maintenance Compliance

The CTO will produce monthly and retain a report showing the number of vehicles scheduled for preventive maintenance (PM) compared to number of PMs actually completed where applicable. This does not apply to GSA vehicles maintained off-site and where the customer delivers the vehicle for service.

4.6 Contractor-Operated Vehicle Maintenance

For those Centers that have contractor-operated vehicle maintenance facilities on site that are under the purview of the Transportation Officer, these metrics are meant to help evaluate and compare various contractors in a consistent manner and are suggested for inclusion of the Statement of Work for new contracts. Additional contract metrics may be utilized by individual Centers.

4.7 Federal Law and Executive Order Metrics of Energy and Alternative Fuels Compliance

The following reports are included in standard FAST reports:

4.7.1 EPAct Compliance

An annual report showing the number and types of AFV light duty vehicle acquisitions compared to the total number of light duty vehicles ordered is generated by FAST upon data entry.

4.7.2 E.O. 13423 and E.O.13514 Compliance

An annual report is generated by FAST showing the following:

a. Reduction of the fleet's total consumption of petroleum products by 2 percent annually through the end of fiscal year 2020, relative to Agency baselines for fiscal year 2005. Failure to meet the 2 percent petroleum reduction goal in any year will result in reduction of consumption by the percentage missed as well as the 2 percent reduction due for that following year.

b. Increase of the total fuel consumption that is nonpetroleum based by 10 percent annually. Failure to attain the 10 percent increase in any year will result in increase of consumption by the percentage missed as well as the 10 percent increase due for that following year through 2015.

c. Use of PHEVs when PHEVs are commercially available at a cost reasonably comparable on the basis of life-cycle cost to non-PHEVs.

4.7.3 Applicability and Exemptions

When calculating the replacement or reduction levels, fuel use from all vehicles, including light-duty, medium-duty, and heavy-duty vehicles will be included unless such vehicles meet the exemptions as stated in E.O. 13423 such as law enforcement and emergency vehicles, test vehicles, military tactical vehicles, vehicles use by the Central Intelligence Agency, vehicles not licensed for use on all roads and highways, vehicles operated by Indian nations, vehicles run on State-run Fish and Wildlife services, and vehicles operated outside of the United States.

4.7.4 Strategies and Tools

To achieve the petroleum reduction goal of E.O.13423 and E.O. 13514, NASA will strive to reduce vehicle miles traveled, increase overall fleet fuel economy, employ the most fuel-efficient vehicles, operate the appropriate number of vehicles relative to need, and use low-GHG-emitting vehicles including alternative fuel vehicles.

4.7.5 Data and Tracking

NASA Headquarters is to provide its compliance data to Department of Energy (DOE) no later than December 31 of each year.

4.7.6 Federal Automated Statistical Tool

FAST is a Web-based system developed to measure the compliance of Federal agencies with the DOE's EPAct of 1992 and 2005, the Energy Conservation Reauthorization Act of 1998, and E.O. 13423 - Strengthening Federal Environmental, Energy, and Transportation Management. NASA Centers are required to populate the FAST database annually and submit the data to the NASA Agency Transportation Manager for review and final submission in accordance with the schedule they provide. NASA personnel or contractor assistants will populate the data through the Web interface at https://fastWeb.inel.gov. Contractors who operate Government-owned vehicles are required to assemble and report FAST data annually no later than October 15 of each calendar year. See NPR 6200.1, paragraph 3.1.23.9.

Chapter 5 - Fleet Maintenance

This section pertains primarily to NASA-owned and commercially leased vehicles that are included in the definition of the NASA. This includes all Government-owned vehicles used by NASA regardless of whether they are operated by NASA personnel or contractors.

Although various methods are employed at different Centers, the CTO is ultimately responsible for ensuring an effective and efficient fleet maintenance program is in place. The program will include tracking every vehicle including all mobile equipment, powered equipment, construction equipment, special purpose and off-road vehicles, and trailers.

5.1 Maintenance Overview

GSA-leased vehicles are to be maintained in strict accordance with GSA directives. All other Government-owned vehicles will be maintained according to the guidelines set forth in this handbook.

5.2 Maintenance Objectives

The basic maintenance objectives for NASA-owned vehicles are to provide maximum availability of safe and serviceable vehicles and to provide maximum economic service life of vehicles.

5.3 Responsibility for Cost of Repairs, Maintenance, and Fuel

Unless other arrangements have been made, the cost of repairs, maintenance, and fuel for GSA vehicles is included in the rate for normal repairs. Customers must pay for repairs and damage that is beyond fair wear and tear, including accident repair costs. The CTO coordinates with GSA FMC personnel to ensure customers comply with GSA policies and procedures.

5.4 Preventive Maintenance Program

Preventive maintenance will be the primary focus of the fleet maintenance program. The objective of the PM program is to minimize breakdowns, unscheduled repairs, and undue wear and tear. PM service will comply with the vehicle manufacturer's normal duty service schedule. Severe duty service schedules should be used only for vehicles that actually experience abnormally severe operating conditions. The CTO is responsible for ensuring that PM schedules are met for all vehicles. When necessary, the CTO will coordinate with GSA FMC for overdue PM on GSA vehicles. For GSA vehicles, users will arrange delivery of vehicles to the various vendors for PM completion when properly notified (41CFR101-39.303).

Interior and exterior cleanliness of a vehicle is the operator's responsibility. This is normally accomplished by washing vehicles one or two times each month or more often where needed using only the basic inexpensive car wash.

5.5 Environmentally Preferable Lubrication Products

NASA Centers are only responsible for Government-owned vehicles under their management and control. Federal agencies will not purchase or allow the use of virgin petroleum oils when re-refined oils are reasonably available and meet manufacturers' specifications.

5.6 Vehicle Repairs

5.6.1 Unscheduled Repairs and Breakdowns

To the extent possible, NASA Centers will work to ensure maximum vehicle availability for customers with minimum interruptions due to unscheduled repairs and breakdowns.

Drivers will initially contact the POC designated by the CTO (See paragraph 5.6.10) when they experience situations where the vehicle(s) will not start or properly run. Each Center will ensure customers are provided a means of contacting maintenance for towing or on-site repairs.

GSA vehicle operators will contact GSA Repair Control Center, 24-hour/7-day service at (866) 400-0411. GSA vehicles will be towed to the nearest authorized repair facility, including Government facilities where authorized by contract.

5.6.2 Flat Tires

Vehicles will be equipped with a spare and a jack so that drivers have the ability to change flats. In cases where the driver is physically unable to change a flat tire, assistance should be called for using the designated the POC provided by the CTO (See paragraph 5.6.10).

5.6.3 Tire Replacement

Drivers should carefully inspect tire condition for wear and proper pressure before every use of the vehicle. Tires should be replaced when they have only 3/32 in. tread remaining or in accordance with prevailing State law. See the Rubber Manufacturer's Association Web site at http://www.rma.org/tire_safety.

5.6.4 Body and Paint Work

NASA Centers will ensure the most cost effective means is used for accomplishing body and paint work that is performed in a high-quality manner. This applies only to owned vehicles unless arrangements have been made for GSA vehicles to be maintained in NASA shops.

5.6.5 Warranty Repairs

The CTO will ensure that contractors and Government employees engaged in repair and maintenance of vehicles take full advantage of warranty repairs. Cost avoidance due to warranty repairs should be tracked in terms of total annual cost savings.

5.6.6 Contract Repairs

Contract repairs will be completed as outlined in each Center's operations contracts.

5.6.7 Manufacturers' Recalls

Periodically, manufacturers send out recall notices for safety defects and other notices concerning their products. These recall notices are either sent directly to users or by GSA to its customers. The CTO will

ensure these notices are reviewed and that prompt action is taken. When the action is completed, the Agency Transportation Manager will be notified.

5.6.8 Vehicle Alterations and Modifications

Alterations and modifications will not be performed on GSA vehicles without GSA approval (41CFR101-39.304). For NASA-owned vehicles, alterations that affect the end use of the vehicle require the Agency Supply and Equipment Management Officer's approval (See NPR 4200). Minor modifications costing less than $1,000 may be done at the discretion of the CTO. *Extreme caution should be used when modifying any vehicle or piece of equipment due to the potential of adverse and dangerous effects on the handling, operation, and drivability of the vehicle. Also, all modifications will be made without voiding the vehicle's warranty.*

5.6.9 Unauthorized Repairs and Installation of Non-Standard Equipment

Repairs and the installation of nonstandard equipment outside the scope of existing contracts require the CTO's approval.

5.6.10   Field Breakdowns

Each CTO is responsible for establishing an emergency POC with 24-hour information.

5.6.11   Emergency Road Service/Towing

The CTO will ensure emergency road service/towing is provided for the fleet. Drivers should also have access to after-hours towing services.

5.7 Vehicle Historical Records

For NASA-owned fleet assets, historical records tracking details of work performed and costs will be maintained on each vehicle for the life of the vehicle. At a minimum, records for each vehicle should show the total life-to-date costs of labor, parts, and commercial (outside) repairs. Contractors and NASA Center personnel will follow GSA FMC procedures regarding records management on GSA-assigned vehicles.

Forms and Reports

GSA Forms and Reports

A number of customer service innovations are available at http://www.gsa.gov/portal/content/104471 including Mileage Express, Reports Carryout, Speed Pay, Web Bill, and Collision Repair Accident and System History (CRASH). CRASH allows customers to track accident activity. Other items of importance are noted below.

GSA Form 1152, Motor Vehicle Assignment/Termination Transaction

For use as titled.

GSA Web Site for Leasing Rates

Link: http://www.gsa.gov/portal/category/21852

NASA Forms and Other Forms

Maintain in accordance with NPR 1441, NASA Records Retention Schedules.

Link: http://nodis3.gsfc.nasa.gov/rpt_current_directives.cfm

Form NF 1759, Justification/Rejustification Full-Time Vehicle Assignment

Maintain files for each assigned vehicle.

Standard Form 91, Operator's Report of Motor Vehicle Accident

Complete at time and place of the accident or as soon as possible, regardless of the extent of injury or damage.

Standard Form 94, Statement of Witness

Ask witnesses to complete and sign this form at the time of the accident. If the form is not available, obtain the witness's written statement.

NF 1627, NASA Mishap Report

Complete at time and place of the accident or as soon as possible, regardless of the extent of injury or damage.

NASA New Vehicle Receipt Form

Completed each time a new vehicle is received whether leased from GSA or owned.

References

U.S. Code, Title 31. http://uscode.house.gov/download/title_31.shtml.

Energy Policy Act (EPact) of 1992 (http://www.ferc.gov/legal/maj-ord-reg/epa.pdf) and 2005 (http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:h6enr.txt.pdf).

41 CFR 101-39, Code of Federal Regulations, Interagency Fleet Management Systems can be accessed at http://www.access.gpo.gov/nara/cfr/waisidx_00/41cfr101-39_00.html.

41 CFR, Chapter 102-34, Code of Federal Regulations, Motor Vehicle Management. http://www.access.gpo.gov/nara/cfr/waisidx_08/41cfrv3_08.html.

E.O. 13423, Strengthening Federal Environmental, Energy, and Transportation Management (January 26, 2007) http://edocket.access.gpo.gov/2007/pdf/07-374.pdf.

FAR Part 45, Subpart 45.304, Providing Motor Vehicles. Access at https://www.acquisition.gov/far/reissue/FARvol1ForPaperOnly.pdf.

FAR Part 51, Subpart 51.1, Contractor Use of Government Supply Sources athttps://www.acquisition.gov/far/reissue/FARvol1ForPaperOnly.pdf.

FAR Part 51, Subpart 51.2, Federal Acquisition Regulation, Contractor Use of Interagency Fleet Management Systems (IFMS) Vehicles at https://www.acquisition.gov/far/reissue/FARvol1ForPaperOnly.pdf.

FAR Clauses 52.251-1 and 52.251-2, Government Supply Sources and IFMS Vehicles and Related Services at https://www.acquisition.gov/far/reissue/FARvol1ForPaperOnly.pdf.

NPD 6000.1, Transportation Management.

NPR 1441.1, NASA Records Retention Schedules.

NPR 6200.1, NASA Transportation and General Traffic Management.

NASA Compliance Strategy for E.O. 13423 and 13514 at http://ld.hq.nasa.gov/ffc_reports.html.

GAO Report: Increased Attention to Vehicle Fleets Could Result in Savings (GAO-04-664) can be found at http://www.gao.gov/new.items/d04664.pdf.

GSA Web site for GSA Fleet Leasing Rates is: http://www.gsa.gov/portal/category/21852.

U.S. Department of Transportation National Highway Traffic Safety Administration advisory regarding 15-passenger vans at http://www.nhtsa.gov/CA/10-14-2010.

Abbreviations, Acronyms, and Definitions

1. **Billed Office Address Code (BOAC):** A six-digit billing number that should begin with the same three digits as the applicable NASA Center's BOAC where the contract is issued. Contractors authorized to use GSA-leased vehicles will be billed directly by GSA for services provided.

2. **Center Transportation Officer or Manager (CTO):** Individual responsible for overseeing the management of Center transportation program.

3. **Energy Policy Act of 1992 (EPAct 1992) as amended by EPACT 2005:** An Act passed by Congress with the objective of reducing the Nation's dependence on imported petroleum by requiring certain fleets to acquire alternative fuel vehicles that are capable of operating on nonpetroleum fuels.

4. **Executive Order 13423:** The key requirement of this E.O. are: (1) Reduction of the fleet's total consumption of petroleum products by 2 percent annually through the end of fiscal year 2015 relative to Agency baselines for fiscal year 2005; (2) increasing the total fuel consumption that is nonpetroleum based by 10 percent annually; and (3) uses plug-in hybrid vehicles (PHEVs) when PHEVs are commercially available at a cost reasonably comparable on the basis of life-cycle cost to non- PHEVs.

5. **Fair Wear and Tear:** The deterioration of items attributed to normal usage.

6. **Federal Automated Statistical Tool (FAST):** A software tool developed to assist Federal fleets in completing Standard Form 82 (SF-82), thereby meeting the mandates of E.O. 13423, 13514 and EPAct.

7. **Federal Acquisitions Regulations (FAR) Subpart 51.2, Contractor Use of GSA Fleet Vehicles:** This prescribes the specific policies and procedures for the use by contractors of GSA fleet vehicles and related services and outlines the CO's responsibilities related to authorizing such use.

8. **Federal Property Management Regulations (FPMR) 41 CFR, Chapter 101-39.202: Contractor Authorized Services:** This regulation outlines contractor use of GSA fleet vehicles and references the FAR requirements.

9. **Federal Property Management Regulation (FPMR) 102-34:** This section of the regulation governs the economical and efficient management and control of motor vehicles that the Government owns or leases. Agencies are required to incorporate appropriate provisions of this article into contracts offering Government-furnished equipment in order to ensure adequate control over the use of motor vehicles.

10. **General Services Administration (GSA):** The agency that provides leased vehicles and other services to Federal agencies.

11. **Leased Vehicle:** Vehicles acquired for 60 days or longer (usually GSA vehicles for NASA Centers) to fill daily customer requirements that cannot otherwise be met with rental vehicles.

12. **Motor Vehicle:** Vehicles designed for moving personnel, material, and cargo. Other motorized equipment includes special purpose vehicles, construction equipment, and material handling equipment (MHE).

13. **Office of Management and Budget (OMB):** The OMB has the role of assisting the President in the development and implementation of budget, program, management, and regulatory policies.

14. **Preventive Maintenance:** A planned inspection accomplished at regular intervals at calendar time, miles, or hours, which is clearly a focus of maintenance management.

15. **Privately Owned Vehicle (POV):** An individual's personal vehicle that is used to conduct official business on a reimbursable basis when properly authorized.

16. **Rental Vehicle:** Vehicles rented for less than 60 days to meet peak requirements or to fill emergent requirements. CTOs are authorized to acquire these assets without Headquarters approval.

17. **Table of Authorized Vehicles (TAV):** This is the VURB- and headquarters-authorized level of vehicles to support daily requirements.

18. **Vehicle User:** The individual responsible for vehicles entrusted to their care; performing inspections before, during, and after each use; and reporting discrepancies for correction. Users also collect monthly utilization information and report this information to the CTO as directed.

19. **Vehicle Utilization Review Board (VURB):** A group of at least three people designated by the Center Director to conduct independent and objective reviews of vehicle utilization and reviews of requests for additional vehicles to control the size of the fleet.

Web Site Links

A number of Web sites have been cited throughout this document so that fleet managers have direct access to a particular topic being addressed. A listing of those and additional Web site links are noted below.

1. ADVISORY ON 15-PASSENGER VANS: http://www.nhtsa.gov/CA/10-14-2010.

2. CODE OF FEDERAL REGULATIONS: http://ecfr.gpoaccess.gov/.The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the Executive Departments and Agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.

3. DEPARTMENT OF ENERGY: http://www1.eere.energy.gov/vehiclesandfuels/technologies/index.html. Department of Energy Web site with links to information on hybrid electric vehicles, lubricants, and other energy-related topics.

4. FUEL ECONOMY TIPS: http://www.fueleconomy.gov/. Information on fuel economy including fuel economy tips.

5. FEDERAL AUTOMATED STATISTICAL TOOL: https://fastweb.inel.gov. Web site where FAST data is populated.

6. FEDERAL ACQUISITION REGULATION: https://www.acquisition.gov/far.

7. FUEL TAX: http://www.irs.gov/publications/p510/pt01.html.

8. GAO REPORT: http://www.gsa.gov/portal/category/100000. GSA general Web site with links to all GSA programs including such information as policies on vehicle management, vehicle lease schedule, vehicle leasing, rental rates, Federal Property Management Regulations (FPMR), and desk references.

9. GSA DRIVETHRU: http://drivethru.fas.gsa.gov/drivethru/drivethru. GSA vehicle drive-through site, addressing Mileage Express, Reports Carryout, Speed Pay, Web Bill, and CRASH (collision, repair, accidents and system history).

10. GSA LEASE RATES: http://www.gsa.gov/portal/category/21852. This site provides access to GSA fixed rates and variable rate (vehicle mileage charge) for all categories of vehicles.

11. GSA UTILIZATION GUIDELINES: http://www.gsa.gov/graphics/ogp/FMR_Bulletin-B-9_R24T4F_0Z5RDZ-i34K-pR.doc. This is a GAO report focusing on problems and recommended solutions to management of Federal fleets, i.e., ensuring the fleet is the right size and composition.

12. NATIONAL AERONAUTICS AND SPACE ADMINISTRATION http://nodis3.gsfc.nasa.gov. Provides access to NASA NPDs and NPRs.

13. PUBLIC LAW: http://uscode.house.gov/. This is a consolidation and codification by subject matter of the general and permanent laws of the United States. Therefore, it links to Title 31, sections 1343 and 1344 pertaining to buying and leasing motor vehicles and passenger carrier use as well as Title 31, section 1349 on adverse personnel actions.

14. RUBBER MANUFACTURER'S WEBSITE: http://www.rma.org/tire_safety. This site provides guidance on tire maintenance and repair, including when tires should be replaced.

OFFICE OF MANAGEMENT AND BUDGET (OMB): The OMB has the role of assisting the President in the development and implementation of budget, program, management, and regulatory policies. Since the General Accounting Office (GAO) audit of certain Federal (non-NASA) fleets in 2004, OMB has been taking a number of actions to require Agencies to better manage and improve the cost efficiency of their fleets. See http://www.gao.gov/new.items/d04664.pdf for more detailed information on what OMB perceives as being important to federal fleet management.

Frequently Asked Questions

Q. Are contractors allowed to use/drive Government vehicles?

A. Yes. GSA- and NASA- owned vehicles have often been provided to contractors under cost reimbursable and fixed price contracts, although this practice is now discouraged. Refer to paragraph 1.3.5 for details.

Q. Can my family ride in my Government vehicle while on TDY?

A. The Comptroller General has ruled that Agencies have the discretion to determine on a case-by-case basis if it is in the Government's best interest, e.g., morale purposes, to permit dependents to accompany employees in Government vehicles otherwise used for official business. Refer to published decisions 57 Comp. Gen. 266(1978) (http://redbook.gao.gov/16/fl0079621.php) and 68 Comp. Gen. 186 (1989) (U.S. GAO - B-231814, Jan 19, 1989, 68 Comp.Gen. 186) for more details.

Q. Why must I drive an alternative-fueled vehicle?

A. America is trying to reduce its dependence on foreign petroleum imports. There are statutory requirements outlined in the Energy Policy Act of 1992, as amended by EPACT 2005 and Executive Order 13423. See paragraph 2.3.3.1.

Q. When are vehicles due for replacement?

A. For GSA vehicles, GSA has minimum replacement standards addressed in the Federal Property Management Regulation Section 102-34.280 which can be accessed at http://edocket.access.gpo.gov/cfr_2004/julqtr/pdf/41cfr102-34.280.pdf. NASA-owned vehicles should be replaced when they are no longer economical to maintain. Centers should use a life cycle costing analysis to establish general life expectancy in years and miles for each vehicle type.

Q. Who can drive and/or ride in a Government vehicle?

A. Government employees and contractors may operate Government vehicles when conducting official Government business in support of NASA functions or activities. Refer to paragraphs 3.0 and 3.3.4.

Q. Does the Government provide insurance coverage for the driver and passengers?

A. Yes. For Government employees, the Government is self-insured, negating the need for further insurance. Contractors must be properly insured for vehicles operated in connection with the applicable contract.

Q. What is the difference between an "accident" and an "incident"?

A. An "accident" is an event that causes damage to a vehicle while being operated by a driver, regardless of who was at fault. It may involve a single vehicle or multiple vehicles. An "incident" is an event that causes damage to a vehicle while it is <u>not</u> being operated and may result from contact by another vehicle, acts of nature, vandalism, or unknown causes.

Q. Who does the driver call when the Government vehicle breaks down after hours or on weekends in a desolate location?

A. The Center Transportation Officer must ensure drivers are provided with emergency contact information in the event of breakdowns in any location. This information should be provided in the glove box of every vehicle. Refer to Section 3.4, 3.5 and paragraph 5.6.1.

Q. How often are customers allowed to have the vehicle cleaned and charge it to the Voyager card?

A. This depends on whether it is a GSA vehicle or NASA-owned vehicle. For GSA vehicles, standard policy (unwritten) is to obtain a basic car wash ($10 limit) no more than twice monthly using the Voyager Card. For NASA-owned vehicles, the Transportation Officer can establish standards depending on local environmental conditions and needs. A standard maximum of twice monthly is suggested.

Q. Can I, as the vehicle user, purchase parts at an auto parts store and install the part myself? (such as batteries or windshield wipers)

A. Generally, no. Exceptions may be allowed in unusual circumstances, but drivers should coordinate directly with the CTO to determine the extent of operator maintenance that can be accomplished..

Q. Why does it take so long from the time a new vehicle request is submitted to receipt of the vehicle?

A. GSA does not normally maintain a pool of vehicles for issue. Therefore, they have to be ordered during GSA's normal replacement cycle, which begins October of each year.

Q. What is the purpose of a Vehicle Utilization Review Board (VURB)?

A. The VURB is responsible for monitoring the size and utilization of the Center's fleet and making recommendations for changes concerning vehicle assignments and allocations to all organizations within the Center.

Q. Are civil servants authorized to check out a vehicle from the Motor Pool if they have travel orders?

A. Yes. The Federal Travel Regulation, paragraph 301-10.220 (http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868), states "You must possess a valid State, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the use of a Government-furnished automobile" if travel is away from the employee's official duty station.

Q. Are contractors allowed to place NASA decals on their own vehicles?

A. Yes. Contractor-owned vehicles operating primarily within the confines of a Center may display the NASA decal, but should also be placarded with the contractor's name and logo or other signs as specified in contracts. See paragraphs 2.4.3.2 and 2.4.2.3.

Q. Why did we get rid of the 15-passenger van?

A. The rollover risk "increases dramatically as the number of occupants increases to full capacity" and is "about five times greater than when the vehicle contains only a driver". See http://www.nhtsa.gov/CA/10-14-2010 and refer to paragraph 3.3.5.

Q. What is the process for purchasing emergency vehicles as soon as possible?

A. If an emergency requirement exists, the CTO should take the following steps:

  a. *Try to locate an existing GSA- or NASA-owned asset that may be available for transfer or reassignment (be sure to contact all other NASA Centers);*
  b. *Obtain a commercial rental or lease vehicle to temporarily fulfill the need until a normal purchase can be made;*
  c. *Contract for the service or arrange for the existing contractor to secure the asset where economically feasible;*
  d. *In rare circumstances, it may be appropriate to initiate the process of purchasing a "stock" vehicle from a local dealer's inventory.*